



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 25, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 28, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 9, 2015**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE V Studies and Plans Project Engineer
Region 5/District 8/Program Development
Highways
Collinsville

Attachments
40539

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, October 9, 2015, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer V	Salary Range:	\$6,315 - \$10,210
Position Title:	Studies & Plans Project Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-58-303-30-01	IPR#:	40539

Office/Central Bureau/District/Work Address:

Division of Highways / District 8 / Program Development / 1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is accountable for managing, scheduling, reviewing and approving work activities performed by a number of Design Squads and several consultant firms engaged in the preparation and review of design plans. This includes coordinating the development of projects with local and federal agencies.

Special Qualifications:

The following criteria is required:

- A current Illinois Professional Engineer license
- Valid driver's license

The following criteria is desired:

- Nine years of experience in the practice of civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should include the planning and supervision of significant engineering work
- Extensive knowledge of the principles and practices of civil engineering with special emphasis on activities of the division involved
- Strong communication skills

Shift/Remarks:

Typically, 8:00 am - 4:30 pm / Monday - Friday

***This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 2015	POSITION:	Studies & Plans Project Engr.
APPROVED BY:	Kirk Brown	DEPARTMENT:	Dist. 8/Program Development Studies and Plans
CODE NO.	PW115-23-58-303-30-01	REPORTS TO:	Studies and Plans Engineer

POSITION PURPOSE:

This position is accountable for managing, scheduling, reviewing and approving work activities performed by a number of Design Squads and several consultant firms engaged in the preparation and review of design plans. This includes coordinating the development of projects with local and Federal agencies.

DIMENSIONS:

Subordinates:	4 to 8 Direct - 10 to 30 Indirect
Number of Projects Managed:	60 to 100 Annually
Value of Projects:	\$40 to \$100 Million

NATURE AND SCOPE:

This position reports to the Studies and Plans Engineer as do other Studies and Plans Project Engineers, Hydraulic Engineer, Geometrics Engineer, Environmental Manager and Secretary. Reporting to this position are 4 to 6 Squad Leaders, and two Electrical Engineers.

This position is accountable for directing and managing the activities of a number of Design Squads and specialty engineers who are engaged in plan preparation and review within a District that is composed of highly urbanized and rural areas. The District is experiencing rapid commercial, industrial and residential growth which precipitates the need to develop new or rehabilitate existing highway systems. The incumbent's section is composed of a number of highly specialized engineers and technicians engaged in plan preparation involving a variety of engineering concepts such as electricity, signing, geometrics, pavement design and minor structural design. This requires that the incumbent have in-depth knowledge of each of these engineering specialties.

The incumbent is responsible for plan preparation and detailed engineering that will integrate the proposed projects with the existing facilities, and existing environmental conditions so that minimum negative impact occurs. In order to minimize costs, the incumbent's greatest challenge is to effectively utilize limited manpower in such a manner so that all scheduled projects are completed according to established schedules. The incumbent is responsible for the review of the proposed construction program, assignment of priorities, coordination of detailed project design requirements with available manpower and expertise, conducting and review of orientation meetings concerning project requirements with staff, establishment of schedules, coordination and

**POSITION DESCRIPTION
STUDIES & PLANS PROJECT ENGINEER**

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gathering of needed information and data from local agencies relevant to projects, attendance at meetings with local officials concerning local project involvement, review of current status of all assigned projects, providing engineering problem solving expertise to subordinates, initiating responses to or responding to all pertinent correspondence involving projects, attending pre-construction conferences, resolving design difficulties concerning plans being utilized by construction personnel, coordination of manpower to maintain completion schedules, requesting manpower as required to maintain schedules, assuring the proper training and development of subordinates, resolving subordinate personnel problems, conducting subordinates performance evaluations, conducting public hearings and public meetings regarding project design, negotiating consultant agreements, monitoring consultant progress, reviewing consultant submittals, approving consultant requests for contract changes and evaluating consultant performance.

The incumbent is required to anticipate proposed design programs in order to initiate design preparation that will meet the needs of the approved program. The incumbent is required to re-establish priority or shift manpower that will facilitate completion and meet the needs of the construction program. The incumbent is responsible for assuring that existing facilities that require rehabilitation are designed and engineered in such a manner so as to provide optimum utilization of those existing facilities.

In performing the functions of this position, the incumbent utilizes the following staff:

- Two to four Squad Leaders who with a staff of two to five engineers and/or technicians each develop a variety of design plans and all necessary component parts of said plans.
- Electrical Engineer develops all traffic signal, lighting and special electrical designs as required.
- Special Projects Engineer conducts pavement design on all design projects and develops interstate cost study.

The incumbent has authority to assign priorities, manpower, resolve all technical problems, assure that adequate expertise is available for all special projects, shift manpower requirements as needed, monitor and correct any serious deviation from established schedules, review and approve all manpower requirements for consultants, provide expertise and coordinate activities of consultants engaged in plan preparation. All decisions are based upon Design Manuals, Illinois Department of Transportation Policies and Procedures, Federal Highway Administration guidelines and sound engineering practices.

In performing the functions of this position the incumbent is required to coordinate with the following personnel: Construction Project Engineers, Land Acquisition, Materials, Local Roads, Traffic and Maintenance personnel weekly, Central Bureau of Design personnel daily, Capitol Development Board occasionally, various local government officials weekly, various contractors personnel occasionally, various railroad officials monthly, Division of Water Resources and the Department of Conservation occasionally, Federal Highway Administration personnel monthly, various utility companies occasionally, Corps of Engineers and Coast Guard occasionally, various consultant firms daily, other State Departments of Transportation occasionally, product manufacturers and suppliers occasionally, and general public daily.

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The incumbent is evaluated according to his/her ability to complete all contract plans on schedule with minimal revisions required as a result of additions or corrections during construction and that all plan preparation is cost conscious.

PRINCIPAL ACCOUNTABILITIES

1. Assures that all projects are completed according to established schedules and sound engineering practices.
2. Assures that all plans have been properly reviewed and corrected in order to minimize errors.
3. Reviews progress of all projects and shifts manpower as required in order to optimize limited resources.
4. Resolves all engineering difficulties in order to minimize errors and costs.
5. Assures that all subordinates are properly trained and evaluated in order to enhance personal development.
6. Responsible for the management of the Plan Preparation Unit's performance evaluation process.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.